

ANNOUNCEMENT- Document Order Process Change - March 1, 2014

Lieberman Management Services with continued focus of providing superior service is proud to announce its adoption of the state-of-art document and data delivery system for Closing Documents. This delivery system provides reliable, round-the-clock online access to all governing documents and other data for lenders, title/escrow companies, real estate agents and homeowners in need of information.

Lieberman Management Services is pleased to announce that we have partnered with CondoCerts to deliver the required documents and other requested data. CondoCerts has become the de facto standard for disseminating documents/data to meet the timely needs of the real estate community. Over 750,000 lenders, title and escrow companies and real estate agents have signed up and are using CondoCerts nationwide today. Most lenders accept its online delivery of lender questionnaires, or Condo Certs will complete that lending firm's form. There is no cost to sign up or log onto the site. The only charges incurred are for obtaining specific information. The information can be paid for in several different ways: credit card, debit/ACH, mailing in a paper check or third party payments for homeowners.

HOW DOES THE CONDOCERTS SYSTEM WORK?

Lieberman Management Services has put Association data and governing documents into the secured CondoCerts database. For first time users sign up with CondoCerts in the following manner:

1. Go to the web-site www.CondoCerts.com
2. Follow the links to register.
3. Write down the user ID and password you chose.
4. CondoCerts will contact you to verify your information and activate your account

To obtain this required information once your account has been activated, please perform the following:

1. Go to the web-site www.CondoCerts.com
2. Click on the "login" button and follow the instructions.
3. Type in the name of the association. You can abbreviate the name; as an example "harbor" for Harbor Point Condo Association. This will widen the search but you can then select the Association.
4. Entering the City where the association is located is required. An * for the city will search that entire state.
5. Entering the State is required.
6. This will bring you to a screen that will enable you to choose the type of product you require.

If you are requesting a **Resale Disclosure (22.1)** or **Paid Assessment Letter** you will be notified via email that your request is completed. After notification that your request is complete, return to www.CondoCerts.com, login, and click on the Retrieve Completed button, and your order with any documents can be immediately printed or downloaded to your PC.

Lieberman Management Services and CondoCerts are pleased to bring you this Internet Utility to simplify the process of delivering and obtaining community association data and documentation for a variety of users in any association real estate transaction. This technology tool will deliver valuable association information in minutes instead of days or weeks.

THIS CHANGE WILL BE EFFECTIVE FOR CLOSING ORDERS PLACED ON OR AFTER MARCH 1, 2014.

If you have any questions regarding the above, please contact CondoCerts at 800-310-6552.

Thank you for utilizing this important tool.